



## DEVELOPMENT SERVICES DEPARTMENT POLICY

<b>POLICY NAME:</b>	Plan Review Scheduling		
<b>DIVISION/SECTION:</b>	Engineering, Zoning, Residential, and Commercial	<b>CONTACT:</b>	Glenn Moyer
<b>POLICY TYPE:</b>	Internal & External	<b>EMERGENCY?</b>	No

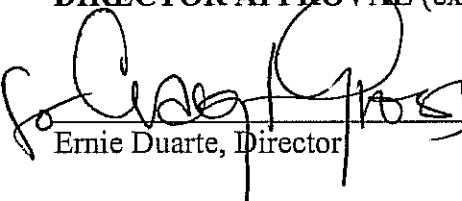
### PURPOSE

A predictable and standardized turn-around time for plans review is a reasonable and appropriate standard practice.

### PROPOSED POLICY:

- DSD staff shall strive to complete all reviews with scheduled timeframes.
- All plan reviews (initial submittals, and resubmittals) shall typically be scheduled for completion in 20 working days (four weeks).
- At the discretion of the reviewer(s), resubmittals with two or fewer routine outstanding review comments may be scheduled for review in less than 20 days.
- Regardless of the number of outstanding reviews, resubmittals that include owner/applicant initiated redesign shall typically be scheduled for completion in 20 working days (four weeks).
- Expedited reviews (any review scheduled for a shorter review time than provided above) shall require prior approval by the Development Service Department Director or designee.

### DIRECTOR APPROVAL (external policies only)

  
Emie Duarte, Director

7-7-08  
date

CFT use only		EMT Review Date:	May 15, 2008
EMT Approval Date:	May 20, 2008	Posting Date:	July 1, 2008
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